

ADMINISTRATIVE ASSISTANT REPORT

FEBRUARY 2016

PAGE 1 OF 2

02/19/2016

FINANCIALS:

1. **ANNUAL AUDIT:** The 2015-year end reports will be compiled and all the year-end records, reports, etc. will be brought over to the auditors early April. The auditors will be at the Town Hall sometime in June or July to do the “testing” portion of the audit. I will try to auditors preparing the charts & comparisons instead of the auditors doing it, and see if it satisfies the audit requirements.
2. **ANNUAL MEETING:** I will be starting the 2015 financial reports for the 2015 Annual Meeting. This report is also used for the annual audit, as it provides a balancing of funds.
3. **TAX COLLECTIONS:** The 1st half tax collection process has been completed. Tax collections transferred into the General Fund, and the other taxing districts have been paid. These payments were prepared as Alternative Claims.
4. **BILLINGS & AGREEMENTS:**
 - a. Airport Hangar & Industrial Zone lot leases 2016 billings have been sent out.
 - b. County – Law Enforcement:
 - i. Ashland County has paid the Town for 1st Qtr. 2016 Law Enforcement Budget, which is the same amount as 2015.
 - c. County – Zoning:
 - i. The 4th Qtr. of 2015 Ashland County Zoning has been sent out and paid by the County (\$1,250). Since no agreement is in place charging the County on a per permit basis as well as the quarterly agreement, Lisa & I agreed that I would no longer bill the County for any per permit fee. It seemed to be a waste of time, since the County wasn’t paying it and had never agreed to it.
 - d. County – Highway/Rds.:
 - i. Ashland County Highway requested to be billed for 7/1/15-12/31/15 maintenance expenses for Cty. H by the end of the month, so I’ll be working on that in the next day or two.
 - e. Big Bay Town Park (BBTP) – WI Dept of Natural Resources (WI DNR) Grants:
 - i. As I think I mentioned in my last report, all payments from the WI DNR for this project have been received and deposited. Will be compiling a report on the costs and revenues for BBTP and will do so after finishing the billing for Cty H.
5. **ACCOUNTING SOFTWARE:**
 - a. I ran into some major glitches at year end with year-end payroll and year-end reporting but continue to work with the programmer on problems that I encounter and needed reports; they have been more receptive to my requests. Hopefully the glitches were mostly caused by the converting mid-year from the “old” program to the new remote program. The remote program takes more time for some routine tasks and a few more entries are needed each month, but it makes the program less able to have someone simply “adjust” figures.
 - i. The program apparently has the capability of producing the monthly budget reports, but I haven’t had the time to look into it as of yet. This will be an exciting feature once it’s up and running

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FEBRUARY 2016

PAGE 2 OF 2

6. **MRF SELF-CERTIFICATION AUDIT:** The WI DNR requires MRF units to self-certify by March 30th. Ted will complete the report and I'll entered it on-line.
7. **MRF RESPONSIBLE UNIT GRANT FINAL REPORT:** Ted & I (and Carey) will be completing the WI DNR paperwork for the annual final report due in April, on the previous years' recycling program, reporting the actual recycling costs, collections and revenues and which is compared to the grant application and grant funds awarded.
8. **WORK COMP:**
 - i. A Workers Comp self audit of 2015 payroll records was done for Bituminous Insurance (the Town's Work Comp carrier for 2015).
 - This was reporting all wages and compensation paid via payroll, as well as sub-contractors and their information (job, amount paid, if 1099 reportable, copies of their insurance, etc.)

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk